

The Costume Society
Grants and Awards Officer
Role Description

The Costume Society has an opportunity to join its Grants and Awards team to support its growing grants and awards programme. There are four Coordinators working alongside the Vice-Chair Grants and Awards. Between them, they manage the following grants and awards:

- Museum Work Experience Grant
- Yarwood Grant
- Patterns for Performance Award
- Patterns of Fashion Award
- Daphne Bullard Grant
- Elizabeth Hammond Grant.

For more details please see our website <https://costumesociety.org.uk/awards>

We are seeking a well-organised person, keen to gain experience working with a wide range of academics and professionals in the field of historic and contemporary fashion, specifically within higher education institutions, museums and archives with collections of textiles and fashion and those working in the performing arts. Good communication skills (written and oral) are essential, as well as a collaborative approach to working.

This role is voluntary but attracts an annual honorarium, paid quarterly.

Key tasks

Advertising and promoting our Grants and Awards

- In collaboration with grants and awards Coordinators and Vice-Chair, targeted email communications to higher education institutions, museums and archives and others to promote our grants and awards (e.g. Dress and Textiles Specialists (DATS), museums with textiles/fashion collections across the UK, higher education institutions with fashion studies and museum studies courses)
- Responding to queries from museums and other organisations, in consultation with Coordinators
- Forwarding complex queries to Coordinators
- Annually coordinating and updating emailing lists for awards

Communications and administering grants

Email communications with applicants and awardees is one of the main tasks of this role.

- Working closely with managing awardees' payments in collaboration with CS Treasurer
- Emailing awardees re. payment details and schedules
- Coordinating with the CS Communications team to create social media content (various platforms) and for the Society's website and blog based on awardees' text and visual materials

Supporting the Patterns for Performance Award and Patterns of Fashion Award Coordinators in organising annual awards event

- Project management, working alongside the Patterns Awards coordinators and the Events team to develop an awards event in the middle of each year, coordinating students and their work (main point of contact)
- Working with the events team to help organise venue (emails, arranging financial payments)
- Working with CS Communications team and the Events team to advertise the event and preparing Social Media materials

Essential skills and experience

- Excellent written communication skills
- Excellent organisational skills
- Strong problem-solving skills
- Previous experience of organising projects
- Ability to work flexibly and to deadlines
- Ability to commit to the charitable aims of The Costume Society

Desirable skills

- Experience of uploading website content

To apply, please send an expression of interest (maximum 250 words) which includes candidate's background and suitability to the post and a CV to:

b.whyman@fashion.arts.ac.uk

To arrange an informal chat or seek clarification on any aspect of the role, or the work of the Society please also contact Ben at the above email address.